

31 JULY 1995

Information Management

**RECORDS DISPOSITION PROCEDURES
AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 6 MSS/IMD (Mr Longo)
Supersedes MACD Supplement 1, AFR 12-50,
Vol 1, 31 August 1989.

Certified by: 6 MSS/IM (MSgt Lindsey)
Pages: 2
Distribution: F; X - HQ ACC/IMD

AFI 37-138, 31 March 1994, is supplemented as follows:

Table 3 -I

NOTE 4. Classified records will not be transferred to the Base Records Staging Area, but will be retained in the current files area until eligible for retirement to a Federal Records Center or destruction, whichever applies.

NOTE 6. Provided no additional space or filing equipment will be required, records with a retention of:

- a. Two years will be retained in the current files area (inactive files) until eligible for disposal.
- b. Three to eight years may be retained in the current files area until eligible for disposal, upon written approval of the 6th Mission Support Squadron, Base Records Manager (6 MSS/IMD). Requests for retention of records in current files area will be submitted in letter form, and will include (1) description of records, and table and rule for disposition; (2) volume of records involved; (3) statement that no additional space or filing equipment will be required, and (4) reason why retention is desired.

NOTE 8. If, because of a lack of space or filing equipment, early transfer of non-current records is desired, prepare SF 135, Records Transmittal Receipt, as prescribed in Chapter 6, figure 6.3, and contact the Base Records Manager for an appointment time to turn in records.

Table 6.1

Item 3. Contact the Base Records Manager for an appointment time for turn-in of records to the Base Staging Area.

6.2. Only authorized boxes ordered through supply (NSN 8 1 15-00-117-8249) will be accepted.

6.6. 1. Boxes will be taped in accordance with Figure 6. 1. The top will be interlocked.

6.6.2.2. Only box numbers as prescribed in Figure 6.2 VAH be marked on the boxes. There will be no other markings.

7.4. The Records Management Staging Area is collocated with the Base Records Management Office; therefore only a telephone call will be required to ensure that personnel are available for turn-in or reference service.

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Commander